



CITY OF LONG BEACH
DEPARTMENT OF PUBLIC WORKS
ASSISTANT ADMINISTRATIVE ANALYST II
\$ 24.879 – \$33.787 per hour

THE POSITION

The Business Operations Bureau is recruiting for an Assistant Administrative Analyst within the Budget Services Division. The Division performs accounting, bid processing, operating and CIP budget preparation and monitoring, contract management, invoice control and purchasing. Under general supervision, the primary duties include involvement with the day-to-day budget operations of the Department's \$110 million annual operating budget. This position also supports the multi-year Capital Improvement Program (CIP). This position reports directly to the Budget Services Officer and interfaces with Public Works bureaus and other client departments.

EXAMPLES OF DUTIES

- Assist in the preparation, input and monitoring of the Department's annual operating budget including estimates to close, journal vouchers, and budget adjustments;
- Assist with CIP budget preparation, compile CIP documents, review funding within CIP project budgets, prepare funding status reports;
- Research, analyze, interpret and develop conclusions from various sources;
- Provide support to project managers from project development to completion;
- Compile specifications for CIP projects prior to bidding;
- Generate charts and tables to display financial conditions;
- Verify funding allocations to certify invoices and process purchase orders and contract change orders;
- Prepare written correspondence, council letters, documents, presentation materials and meeting agendas;
- Support the Budget Services Officer and other Department management, as necessary;
- Performs other related duties as required.

MINIMUM REQUIREMENTS

- The position is open to City employees with classified status as an Assistant Administrative Analyst or candidates reachable on the Assistant Administrative Analyst eligible list certified by Civil Service;
- Experience with various budget processes that involve the preparation, implementation, or monitoring of revenue and expenditures;
- Ability to collect, compile, and analyze information and develop viable recommendations;
- Interpersonal skills to work effectively with client bureaus and departments;
- Flexibility to move from one assignment to another when priorities change;
- Ability and willingness to work overtime, as necessary;
- A valid Class C Driver License is required.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-4686.

APPLICATION PROCESS

Interested candidates must submit a letter of interest and resume with detailed work experience to:

Department of Public Works / Personnel Division
2929 East Willow Street
Long Beach, CA 90806
Ayisha.Thompson@longbeach.gov

Submissions must be received by **4:30 PM, Tuesday, August 30, 2016**. Those candidates determined to be best suited for the position will be invited to participate in the selection process which will include an oral interview and may include a performance exercise.